

Professional and Managerial Branch
Fiscal and Tax Administration Group
Budget Series

BUDGET AND SERVICES MANAGER

12/93

Summary

Under direction, analyze, coordinate and perform budget preparation and control, oversee facility improvement and maintenance, personnel and payroll matters, and perform other administrative functions as assigned.

Typical Duties

Prepares and monitors the operational, capital and other budgets for department. Involves: assisting in identifying and analyzing budget needs and priorities; preparing assigned annual budgets; monitoring expenditures in assigned areas to assure sound fiscal control; advising department and division heads of budget levels; overseeing the preparation of requisitions and purchase orders; preparing budget transfer requests; conducting internal audits and cost control analysis.

Provides guidance to department head related to the planning of new, and improvements in existing, facilities and coordinates maintenance and repair of facilities and equipment. Involves: receiving work requests from department staff; determining priorities and assigning tasks to department staff or contracting outside vendors; preparing cost estimates; assisting in writing specifications for bid proposals; inspecting work to assure completion in accordance with specifications; discussing problems with contractors or other City departments.

Supervises the preparation of departmental payroll and performs other personnel-related matters. Involves: submitting information to Personnel for payroll or other uses; coordinating the scheduling of selection interviews; insuring reports of on-the-job injuries and worker's compensation claims are submitted properly; advising department personnel on salaries, leave, worker's compensation and other personnel or payroll matters.

Performs other administrative and supervisory duties. Involves: monitoring and coordinating contracted custodial and security services to assure compliance with contract stipulations; planning, assigning and reviewing the work of subordinate personnel and evaluating their performance; training and developing assigned personnel; gathering, interpreting, and preparing data for studies, reports and recommendations addressing administrative issues; representing the department in meetings, as required; making recommendations for the efficient usage and storage of documents and correspondence.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Accounting or related field and two years of professional administrative experience including one year in budget development and control; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Considerable knowledge of: managerial and administrative practices and procedures; budgeting and accounting principles and procedures; payroll preparation; supervisory techniques, standards of conduct and work attendance; practices and principles of contract preparation. Some knowledge of: records management techniques; general public works functions and organizations.

Ability to: prepare complex financial and budget reports; read and interpret contracts, proposals, blueprints, plans and legal descriptions; analyze and make recommendations for facility improvements; enforce contract stipulations; supervise, train and review work of subordinate personnel; establish and maintain effective working relationships with fellow employees, officials, contractors and the general public; express oneself clearly and concisely both orally and in writing; accurately record and maintain records.

Skill in the operation of personal computers, including word processing, spreadsheet and data base software.

Director of Personnel

Department Head